

# DEMOCRACY AND GOVERNANCE (D&G) U.S. INTERNSHIP PROGRAM

## PROGRAM DESCRIPTION AND APPLICATION GUIDELINES

**APPLICATION DEADLINE SEPTEMBER 16, 2010**

### PROGRAM DESCRIPTION:

The overall objective of the U.S. Internship Program is to enhance Egyptian civil society and media activists' skills to understand and apply innovative and successful organizational and advocacy techniques and practices. It is anticipated that the internships will address a broad spectrum of skills and institutional development, including but not limited to:

- Strategic Management
- Program Management
- Information Management
- External Relations Management (e.g. media relations, networking, outreach and advocacy, constituency-building)
- Financial Management (e.g. accounting, fiscal sustainability, revenue generation)
- Internal Governance (e.g. human resources, volunteers, transparency)

During the internships, participants will attain knowledge of best-practices, share industry specific challenges, and engage in a mutual exchange of information. The four-week program will include weekly action planning and skill development seminars and workshops to focus on tools and methods to employ the practical knowledge and skills gained through the internship program. Internships will be tailored to the sector-specific goals and objectives of each participating individual and their organization.

### APPLICATION GUIDELINES

#### ELIGIBILITY:

Participation in the U.S. Internship Program is open to **organizational teams** comprised of a **maximum of two participants per organization** that can include staff, administrators, and active members of the board of directors. Non-governmental organizations that are engaged in activities to promote civil society and media advancement in Egypt are invited to submit applications. The intention is to fund up to 40 four-week internships to the United States during the first five months of 2011. As such up to 20 organizational teams will be chosen to participate in the U.S. Internship Program. Organizations and proposed participants will be selected through a competitive application process. Organizational teams who individually and collectively can answer positively to most or all of the questions noted below are the most suitable participants.

- Do you have a proven record of leadership success?
- Are you in a decision-making position in your organization?
- Do you have a clear vision for your organization's current and future activities, and are you working to build the internal capacity of your organization to realize this vision?
- Are you a 'change agent' in your organization and community dedicated to implementing initiatives that contribute to the growth of Egypt's civil society sector and creating a better standard of living for the people of Egypt?

- Are you interested in continuing your professional development and enhancing your leadership potential through collaborative efforts with organizations and communities in the United States?
- Do you believe that sound leadership and good governance are essential to the growth of non-governmental organizations in Egypt and to their ability to achieve positive sustainable impacts?
- Would you like to share your experiences and gain from those of other professionals in the United States?
- Can you identify clear aims for your participation in the U.S. Internship Program that will contribute to capacity building within your organization, and your own professional development?
- Are you committed to serve as a mentor and/or trainer for other individuals in your organization and community?

#### **ENGLISH LANGUAGE REQUIREMENTS:**

- Applications must be submitted in English.
- Applicants must have a minimum CEPA (Common Educational Proficiency Assessment) English test score of 65.
- For testing please contact: AMIDEAST 23 Mossadak Street, Dokki – Hot line 19263

#### **APPLICATION REQUIREMENTS:**

The following documents must be submitted together as one application packet to the Institute of International Education by September 16, 2010.

- 1. Individual Team Member Application** – This application is to be completed individually by each applicant who is nominated by his/her organization to participate in the U.S. Internship Program. Each question must be completed in full by the applicant personally and the application signed and dated. Essay questions 9-12 will be used as the primary evaluation factor.
- 2. Organizational Application** – This application is to be completed by a senior decision-maker from the applicant organization who is committed to enriching the organization's capacity. Each question must be completed in full and the application must be signed and dated by the senior decision-maker and by each individual applicant who has been nominated by the organization to participate. Essay questions 7-9 will be used as the primary factor in evaluating the applications. The person completing the organizational application must provide their phone, fax, and e-mail information on the application form. This person will serve as the liaison for all communication concerning the U.S. Internship Program including notification of selection for participation.

**NOTIFICATION DATE:** Organizations will be notified of selection decisions by October 31, 2010.

**QUESTIONS:** Questions should be directed to [DGinternships@iie-egypt.org](mailto:DGinternships@iie-egypt.org)

**APPLICATION DEADLINE:** **September 16, 2010** (note: late applications will not be accepted)

**APPLICATION ADDRESS:** **Institute of International Education MENA Region Office**  
**U.S. Internship Program**  
 71 Road 105 3<sup>rd</sup> Floor  
 Hedayek El Maadi, Helwan - Egypt

#### **PROGRAM ADMINISTRATION:**

The U.S. Internship Program is administered by World Learning and the Institute of International Education.